

## TRAVEL EXPENSE CLAIM

See Instructions and Privacy

Statement on Reverse Side

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STD 262 (REV. 10/92)

CLAIMANT'S NAME Linda Ulrich		SSAN OR EMPLOYEE NUMBER		DEPARTMENT Governor's WDC Office	
POSITION Director	CB/D NUMBER	DIVISION OR BUREAU		INDEX NUMBER	
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS 444 N. Capitol Street, NW Suite 134		TELEPHONE NUMBER	
		CITY Washington	STATE DC	ZIP 20001	

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION					BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE			
											MILES	AMOUNT		
16-Apr	10:30am	Sunnyvale-Sac	134.93							25.00	125	55.63		215.56
17-Apr	2:30pm	Sac-Sunnyvale									125	55.63		55.63
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
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												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
SUBTOTALS			134.93	0.00	0.00	0.00	0.00	0.00	0.00	25.00	250	111.25	0.00	
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL													\$271.18	

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

Travel to Sacramento for meetings with the Governor and senior staff

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.445

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240509

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754

pertaining to vehicle safety and seat belt usage

SIGNATURE OF TITLE OF AUTHORITY FOR SPECIAL EXPENSES	DATE 5-5-09	SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE 5/12/09